

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Recreation Coordinator

BAND	GRADE	
NE	618	
DEPARTMENT: Parks & Rec/Recreation	ACCOUNTABLE TO: Recreation Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for coordinating recreation programs and activities. Duties include: planning, developing, organizing, marketing, scheduling and coordinating a variety of recreation programs such as after-school programs, summer camps, sports programs, volunteer programs and special events; notifying the public of program activities, times and locations; marketing programs to the public; assisting in registration activities and coordinating the day-to-day activities of the programs.		
DISTINGUISHING CHARACTERISTICS: The Recreation Coordinator is a stand-alone classification. The Recreation Coordinator is distinguished from all other classifications due to the unique duties performed specific to Recreation programs.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	
1.	Plans, organizes, markets, schedules and directs recreation programs such as after-school, youth camps, sports programs, special events, contracted classes, etc. Trains personnel and serves as lead with part-time & volunteer staff at various program facilities and locations.	Daily	
2.	Develops informational brochures and marketing materials for programs; serves as liaison in attracting funding resources in support of programs offered. Prepares and requests program funding resources through the budget process.	Daily	
3.	Coordinates youth sports programs to include establishing teams, recruiting and scheduling coaches, scheduling facilities and assigning staff; completes recreation payroll.	Daily	
4.	Answers questions and responds to inquiries made by parents and the general public regarding all recreational programs and activities.	Daily	
5.	Writes and prepares written reports of programs, ensuring program participation is documented.	Daily	

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6.	Maintains records and reports to obtain, verify and update information on program attendance, program costs, and income generated; purchases equipment and supplies. Monitors and tracks funding sources, revenues and expenditures.	Daily	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Recreational programs and activities, including special needs assessment;
- Marketing procedures and techniques;
- Basic accounting and budgeting principles;
- Record keeping practices;
- Filing systems;
- Business English.

Skills (position requirements at entry):

Skill in:

- Developing and administering recreational programs;
- Giving presentations to the public, clubs and other organizations;
- Organizing and scheduling programs and activities;
- Using computers and related software applications;
- Maintaining required records and reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, all ages of the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four years of related experience working with recreational programs, including one year of office experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License

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Special Requirements

- Frequently requires non-standard work hours; flexible work schedule availability required.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, sitting, mobility, reaching, standing, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History: Lake Havasu City (skm)

Date: 07/01

Rev: 08/04; 07/07 (jls)